

## APPENDIX 5: REVISED DRAFT May 2009

### REGIONALIZATION TRANSITION PLAN

#### AYER-LUNENBURG-SHIRLEY SCHOOL REGIONALIZATION PLANNING BOARD

[All specific dates are for processes to be completed; **bold type** indicates short-term expenditures must support items]

#### Fiscal Year 2009 until Fall 2009 vote

- June 2009 – Finalize Regional Agreement for Ayer/Lunenburg/Shirley Pre-K – 12
- May-June 2009 – pursue **state funding** to provide **for allocation of funds for short-term transition expenses**
- June-July 2009 –ESE returns initial approval of regional agreement including transition plan
- Summer 2009: Planning Board identifies potential sites for new high school
- October/November 2009– three towns vote on Regional Agreement which includes transition agreement at Special Town Meetings
- September 2009: Develop recruitment plan for Regional Superintendent
- May/June 2009: School Committee members elected to local School Committees

#### Fiscal Year 2010 after vote—Transitional Region Year One

- October/November 2009—Transitional School Committee, elected by members of the three School Committees, organizes; Interim Regional Superintendent empowered; Treasurer (or Interim) appointed
- October/November 2009—**Superintendent search committee initiates search**
- November/December 2009 –ESE Commissioner final approval
- August 2009—Local superintendents manage budgets and operations of Shirley, Ayer, and Lunenburg schools
  - January 2010—**Integrated professional development begins**
- November 2009—Appoint School Building Committee; **pursue MSBA process for regional HS and Ayer MS-HS renovations**, potential emergency capital expenditures for Lunenburg HS.
- March 2010 – **complete contract with Regional Superintendent**
- January-March 2010 – Local School Committees **develop FY 2011 Local District budgets while pursuing Transitional Funding from Legislature**
- Spring/summer 2010—**Regional Superintendent hires central office personnel**
  - Superintendent and Transitional School Committee initiate strategic planning process with stakeholders
  - Superintendent, administrators, and transitional school committee begin review of configuration for transitional 9-12 program and adapt transitional plan if required

Subject to change by Planning Board and Transitional Regional School Committee

### **Fiscal Year 2011 – Transitional Region Year Two**

- **Local superintendents** manage day-to-day operations
  - **Professional development integrated delivery** continues per plan
- Spring-Summer 2010–Superintendent and appropriate administrators review:
  - Regional staffing and adapt plan
  - Contracts – personnel, inter-agency, procurement, & other
  - Benefits providers
  - Transportation plans
  - Curriculum and instructional practice systems in local districts, plan integration
  - Special services delivery in local districts
- Spring 2010-July 2011: As appropriate, School Committee/Superintendent/ Central Office:
  - **Initiate development of district strategic plan**
    - Lead Regional naming and develop icon to put a “face” on Region
  - **Develop district policies and procedures**
    - Student and employee handbooks
  - **Curriculum and instructional practices**
    - Integration plan developed for K-12 curriculum
    - Professional development plan finalized; continue integrated delivery
    - Integration of special services, including plans for substantially separate and collaborative programs and out-of-district placements
  - **Facilities planning with MSBA**
    - New Regional High School – finalize site; initiate planning
    - Renovation/retrofit/repairs of existing schools
  - **Human resources and staffing management**
    - Hire human resources manager
    - Realign system-wide job descriptions and staffing plan as needed
      - Coordination planning for personnel resources for ongoing staff training and development
    - HR information management system selected and database integration with appropriate staff training completed
    - CORI’s all staff pre-hire by Region completed
  - **Contracting and procurement**
    - Develop building lease or purchase agreements with Towns for adoption July 2011 or before, if required for MSBA collaboration
    - Negotiate union & non-union contracts for expiration of existing contracts
    - Regional transportation routing planned; bid documents released
    - Review and revise inter-agency contracts

- Develop contracts and accounts with towns or other vendors as needed for services and goods
  - **Information technology transition management**
    - Hire IT personnel
    - Purchase, install, train, and integrate data for personnel and student information, special education, accountability, financial and productivity systems
    - Network and telephone systems integrated
  - **Financial transition management**
    - Hire finance personnel
    - Payroll, benefits, accounts and accounting, software systems purchase, training, and integration
  - Sept 2010-Feb 2011: FY 2012 Budget developed per provisions of Regional Agreement
  - Assessment as addressed in agreement
  - **State support continues for one-time or short-term costs**
- May/June 2011: Regional School Committee elected

### **Fiscal Year 2012 Region Year Three**

- July 1, 2012: Region assumes jurisdiction of education and all operations
  - School Committee empowered; Transitional and Local School Committees end
- Develop FY 2013 fully consolidated Regional Budget & present assessments to towns;
- Pre-K – 5 students remain in local communities
- **Grades Pre-K – 5 Shirley students move to current Shirley Middle School**
- **Grades 6 – 8 Ayer/Shirley students attend Middle School in Ayer Grades 6 – 8**  
Lunenburg students attend Middle School in Lunenburg
- **Grades 9 – 12 as determined above by Transitional School Committee and Administration**